

FEDERAL CITY PERFORMING ARTS ASSOCIATION  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING - MONDAY, SEPTEMBER 15, 2008

Present: John Benton, Russ Capps, Suzette Derrevere, Jack Gerard, Paula Gibson, Rob Hall, Steve Herman, Michael Hill, Howland Hartley, Eric James, Greg Kubiak, Jerry Lee, Tom Mounteer, Dan Patton, Todd Paul, Paul Pompeo, Shannon Rozner, Mark Young

Absent: Stephen Bennett (see note), Robert Winter (Kubiak has proxy), John O'Brien (see note), Steve Katsurinis (Lee has proxy). Note: John O'Brien and Stephen Bennett both gave their proxy to Hill. Hill can only hold one proxy vote.

Staff: Robert Johnson, Jeff Buhrman

Guest: None

Call to Order

Chairman Hill called the meeting to order at 7:05 p.m.

Consent Agenda

The Consent Agenda consisted of the following: Minutes of the August 15, 2008 Board meeting; President's Report; Artistic Director's Report; Executive Director's Report; Chair's Report.

**MOTION: Paul moved that the documents constituting the Consent Agenda be approved as submitted. Hall seconded. The motion was passed unanimously.**

Treasurer's Report

Lee presented the Treasurer's report. He stated that he hopes to have the audit report presented at the November meeting. He will be out of town for the annual meeting, and therefore will provide an abbreviated Treasurer's report to the membership at the next rehearsal. He briefly reviewed his thoughts on the FY08 tentative results.

**MOTION: Young moved to accept the Treasurer's report. Capps seconded. The motion was passed unanimously.**

Development

Capps reported on activities related to development. He said the Committee is currently working on concert sponsorships, with three sold thus far. Herman and Gerard have agreed to provide a matching fund for new and increased Capital Circle contributions. The Committee is following up on prospective donors as developed at the Board retreat. Capps also discussed the Capital Circle event at Hillwood.

**MOTION: Lee moved to accept the Development report. Rozner seconded. The motion was passed unanimously.**

## Communications and Marketing

The marketing calendar is on track. Season subscriptions on line have been good with 206 subscriptions sold toward the goal of 250. Major effort is being directed toward development of a logo and tag line. Membership provided a number of responses. The Communications and Marketing Committee will meet in a week and have a decision by the end of October. Strategies are being developed on targeting specific potential audiences, and increasing member ticket sales through incentive programs.

## Personnel

Hill (on behalf of Katsurinis) presented five goals for the Committee's work for the 2008-2009 season: 1) consistent review process for all employees; 2) policy and procedures for salary changes; 3) supplemental benefits package; 4) salary survey comparisons with other organizations; 5) long-range planning for additional staffing.

## Governance

Hall presented an outline for the committee's work for 2008-09, stating that Governance will concentrate on two areas: 1) By-Laws changes; 2) Enhancing the role of Board members and recruiting new Board members.

## Building the Future

This group is looking at space and capital needs in anticipation of the GMCW office lease ending in 2010. The Committee is being reconstituted with new members with skills in real estate, financing and long-range planning. It was noted that several officers have been added to the committee roster, reflecting the importance of this group's mandate.

## Spring Affair

The Spring Affair Committee has been assembled with most key leadership positions filled.

## Strategic Planning

Hill has asked Stephen Bennett to assemble a group under his direction to develop a reconstituted Strategic Planning process for GMCW, recognizing that the organization's last three-year plan will be completed this year.

## New Business

Buhrman discussed ticket summary and goals. He is planning to make the June concert with "Through a Glass Darkly" a community event. He is looking at educational, outreach and marketing activities as well as a screening for members and has formed a special committee to help with this outreach.

Adjournment

**MOTION:** Pompeo moved that the meeting be adjourned. Capps seconded. The motion was passed unanimously. The Board adjourned at 7:55 p.m.